



DEPARTMENT OF THE AIR FORCE
910TH AIRLIFT WING
3976 KING GRAVES RD UNIT 10
VIENNA OH 44473-5910



September 11, 2000

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: 910 AW/CC

SUBJECT: *The Airstream* Editorial Policy Statement

1. The following editorial policy statement for *The Airstream* applies to all base agencies and is effective immediately. *The Airstream* is an authorized publication supporting the 910th Airlift Wing internal communications program. It is published by a commercial publisher under contract with the Air Force Reserve. News and editorial content are furnished by the 910th Airlift Wing Public Affairs office. *The Airstream* is the commander's primary communication tool to disseminate information to the Youngstown Air Reserve Station community.
2. The following editorial guidelines apply to achieve this goal:
 - a. *The Airstream* provides the commander a primary means of communicating mission-essential information to members of the organization. The commander, 910th Airlift Wing, normally defers all decisions on newspaper propriety, story placement, publication date, and use of photography to the editor.
 - b. News and feature stories on 910th Airlift Wing personnel and organizations provides recognition of excellence in performance and helps set forth norms for mission accomplishment.
 - c. News coverage and content will conform to policies of the Air Force and the commander. News reporting will be factual and objective. News coverage will avoid morbid, sensational, or alarming details not necessary to factual news reporting. News writing will distinguish between fact and opinion. When an opinion is expressed, the source will be identified. *The Airstream* will not publish commercial news or commercial editorials.
 - d. *The Airstream* will keep the community accurately informed about military matters affecting their futures. This will assist the commander in improving morale and quelling rumors.
 - e. *The Airstream* news and editorial content will provide information to all members of the Youngstown Air Reserve Station community to improve the effectiveness of the Youngstown Air Reserve Station work force. This includes officers, enlisted members, civilian employees, family members and retirees.
 - f. *The Airstream* will de-glamorize the use of alcohol and tobacco products. Articles concerning the club, unit, or other activities, may mention these products as long as the emphasis is on the activities and not the products.
 - g. The appearance of advertising in *The Airstream* does not constitute endorsement by the Air Force. Everything advertised in *The Airstream* must be made available to all readers without regard to race,

religion, sex, national origin, marital status, physical handicap, political affiliation, or any other non-merit factor.

h. Because publishing schedules are fixed by contract and must be met, *The Airstream* staff is excused from additional duties that interfere with newspaper production.

i. *The Airstream* will conform to applicable regulations and laws relating to libel and copyright, the Air Force Privacy Act Program and Standards of Conduct, as well as U.S. Government printing and postal regulations.

j. Locally originated articles will reflect the policies of the commander and be in the interest of the Air Force. Editorials should help readers understand Air Force policies and programs. They must not imply criticism of other government agencies, nor advocate or dispute specific political, diplomatic, or legislative matters. Statements or articles on legislative matters by people or agencies outside the DoD, including officials or candidates for public office, will not be used.

3. Specific Publication Guidelines:

a. **Deadline:** Due to printing and copy deadlines set by contract with the commercial publisher, copy submitted to *The Airstream* must reach the editor's desk before 1700 on Saturday of the "A" UTA preceding the month of publication.

b. **Rewrite:** All copy submitted to *The Airstream* will be rewritten as needed to ensure it conforms to Air Force journalism guidelines for news writing. This includes conforming to the guidelines in the *Associated Press Stylebook and Libel Manual*, and appropriate story length to facilitate layout and design.

c. **Placement:** The 910th Airlift Wing commander normally defers all decisions on story placement to the Public Affairs staff. The Public Affairs officer – not the person who submits an article – gives direction on story placement to the editor.

d. **Recurring Columns:** Recurring columns from base agencies will be discouraged. This will ensure that no base agency or organization receives an excessive amount of coverage for its special interest at the expense of other base agencies. The Public Affairs officer will determine equitable space for these items and allocate news, feature, or editorial space as deemed appropriate.

e. **Award Winners:** Stories and/or photos are limited to squadron level and higher. Awards below squadron level may be mentioned in a regular (news or spotlight) story and published on a space-available basis.

f. **Change of Command:** Stories and/or photos are limited to squadron-level or major tenant organizations. Flight-level change of command announcements may be published in the "News Briefs" section.

f. **Photos:** On-the-job action photos will be published. Photos unacceptable for publication include the posed shot of a person receiving an award, posed group photos, photos containing alcoholic beverages or cigarettes, photos of people not conforming to AFI 36-2903, *Dress and Appearance of Air Force Personnel*, or poor quality photos. Photos of Air Reserve Technician personnel not in uniform will not be identified by military rank. News during a given month determines the photo to be used on the cover of *The Airstream*.

g. **Fund Drives:** Coverage will be limited to those campaigns authorized by Air Force Instructions, namely the Combined Federal Campaign. Front-page coverage is not guaranteed for any fund drive or membership campaign. The Public Affairs officer will coordinate with key fund drive personnel to ensure appropriate coverage of these events.

h. **Coordination:** *The Airstream* articles will be coordinated with affected agencies as deemed appropriate by the Public Affairs officer or Public Affairs NCOIC. Controversial or “sensitive” articles will be coordinated with the commander, and higher headquarters when necessary, before publication. Changes to style or news writing will only be made when directed by the Public Affairs officer.

i. **Inserts:** Inserts will only be published in *The Airstream* to announce major base events such as family day, employer appreciation day, dining out events, etc. Inserts will only be published if proper funding is availing in the printing account. Training schedules will not be printed as inserts.

j. **Editorials:** Editorials will appear only on Page 2 of *The Airstream*. Accepted editorials will appear from the wing commander, the chaplain, group and squadron commanders, division chiefs, the command chief master sergeant, members of the 910th Chiefs Group or senior leaders from higher headquarters.

4. Questions or comments concerning *The Airstream* should be directed to the 910th Airlift Wing Public Affairs office at (330) 609-1236 or by sending an e-mail message to airstream@youngstown.af.mil.

A handwritten signature in dark ink, appearing to read 'M. F. Gjeede', written in a cursive, stylized script.

MICHAEL F. GJEDE, Brig. Gen., USAFR
Commander